Please provide the following information, and submit to the NOAA DM Plan Repository.

Reference to Master DM Plan (if applicable)

As stated in Section IV, Requirement 1.3, DM Plans may be hierarchical. If this DM Plan inherits provisions from a higher-level DM Plan already submitted to the Repository, then this more-specific Plan only needs to provide information that differs from what was provided in the Master DM Plan.

URL of higher-level DM Plan (if any) as submitted to DM Plan Repository:

1. General Description of Data to be Managed

1.1. Name of the Data, data collection Project, or data-producing Program:
Catch Logs from LHP Cruises

1.2. Summary description of the data:
Description of the core columns that persist throughout OES bottomfish sampling datasets.

While the data have not changed from previous InPort records (see Nodes 11630, 11652), this is part of an effort to standardize and streamline all life history program databases for past and future cruises. This data set includes separate catch logs from each LHP Bottomfishing cruise both within and outside of the Main Hawaiian Islands, as well as a master file with all records.

1.3. Is this a one-time data collection, or an ongoing series of measurements?
Ongoing series of measurements

1.4. Actual or planned temporal coverage of the data:
2005-01-01 to Present

1.5. Actual or planned geographic coverage of the data:
north and south pacific ocean

1.6. Type(s) of data:
(e.g., digital numeric data, imagery, photographs, video, audio, database, tabular data, etc.)
Table (digital)

1.7. Data collection method(s):
(e.g., satellite, airplane, unmanned aerial system, radar, weather station, moored buoy, research vessel, autonomous underwater vehicle, animal tagging, manual surveys, enforcement activities, numerical model, etc.)
Instrument: pencil and paper
Platform: in a folder
Physical Collection / Fishing Gear: Bait and reel

1.8. If data are from a NOAA Observing System of Record, indicate name of system:

1.8.1. If data are from another observing system, please specify:

2. Point of Contact for this Data Management Plan (author or maintainer)

2.1. Name:
Joseph M O'Malley

2.2. Title:
Metadata Contact

2.3. Affiliation or facility:

2.4. E-mail address:
joseph.omalley@noaa.gov

2.5. Phone number:
(808)725-5741

3. Responsible Party for Data Management
Program Managers, or their designee, shall be responsible for assuring the proper management of the data produced by their Program. Please indicate the responsible party below.

3.1. Name:
Joseph M O'Malley

3.2. Title:
Data Steward

4. Resources
Programs must identify resources within their own budget for managing the data they produce.

4.1. Have resources for management of these data been identified?
Yes

4.2. Approximate percentage of the budget for these data devoted to data management (specify percentage or "unknown"):
Unknown

5. Data Lineage and Quality
NOAA has issued Information Quality Guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of information which it disseminates.

5.1. Processing workflow of the data from collection or acquisition to making it publicly accessible
(describe or provide URL of description):
Lineage Statement:

This data were entered by various personell, typically M Leuers/Sundberg or M Kapur following collection on LHP cruises beginning in 2008. This data was sourced from data sheets filled out by fishermen and scientists aboard the ship or small boats. In May of 2016 M Kapur took over as data steward and metadata specialist for this and all LHP program databases.

5.1.1. If data at different stages of the workflow, or products derived from these data, are subject to a separate data management plan, provide reference to other plan:

5.2. Quality control procedures employed (describe or provide URL of description):

SE-16-01 Samoa and Western Samoa Directory & R Project

Consolidated by M Kapur 13 May 2016

maia.kapur@noaa.gov

NOTICE: THE DATA FILES IN THE 'DATA' DIRECTORY ARE LINKED TO A RELATIONAL DATABASE IN MS ACCESS.

MODIFICATIONS THEREOF WILL BE REFLECTED IN THE OVERALL DATABASE.

This folder has raw and cleaned data recorded on SE-16-01 from Mar to Apr 2016.

The 'code' folder is a growing compilation of scripts used to clean and visualize catch data from this cruise.

SE-16-01 Samoa catchLog.xls:

Each record (row) represents an single fishing outcome for a given drop.

Drops with multiple fish caught result in duplicate records.

Data were entered by Maia Kapur on 05 - 10 May 2016.

GPS coordinates, as recorded by fishermen, were converted within excel to Decimal degrees

with the following formula:

(Hours + Minutes/60) * -1 ; ensuring that the "minutes" are comprised of a FLOAT value.

The CSV version of this sheet is entitled "catch.csv".

Notes:

Certain crew did not record depth in fathoms for their trips.

Wherever possible, species names have been substituted by four-letter codes.

See "Spp Code" sheet in /Data for conversion key.

Location was designated based on what was indicated for that date

on the Bio Sampling data sheet, and is therefore approximate.

SE-16-01 Samoa bioSampling.xls:

Each row represents a single processed fish and its respective data number (beginning in SE-16-01) which will

follow through histology and aging. The Zip Tie # connects it to the Catch dataset.

The 'spurious' tab indicates records that are likely incorrect.

The CSV version of this sheet is entitled "raw.csv".

Notes:

Some fish were saved for outreach or left unprocessed, and thus have no ZipTie number.

Many such species did not undergo gonad extraction or other measurements.

The affiliated R Projects detail the QA/QC procedures used to check data for typographical errors

and possible outliers. Users are advised to use spatial visualization tools (eg GIS) to ensure that

GPS coordinates are accurate within the catch log; and graphical tools in R to check for outlier points

in life history parameters. Because SPP codes can only be verified by hand, we recommend checking ~20% of entries

for accuracy.

6. Data Documentation

The EDMC Data Documentation Procedural Directive requires that NOAA data be well documented, specifies the use of ISO 19115 and related standards for documentation of new data, and provides links to resources and tools for metadata creation and validation.

6.1. Does metadata comply with EDMC Data Documentation directive?

Yes

6.1.1. If metadata are non-existent or non-compliant, please explain:

6.2. Name of organization or facility providing metadata hosting:

NMFS Office of Science and Technology

6.2.1. If service is needed for metadata hosting, please indicate:

6.3. URL of metadata folder or data catalog, if known:

https://www.fisheries.noaa.gov/inport/item/32854

6.4. Process for producing and maintaining metadata

(describe or provide URL of description):

Metadata produced and maintained in accordance with the NOAA Data Documentation Procedural Directive: https://nosc.noaa.gov/EDMC/DAARWG/docs/EDMC_PD-Data_Documentation_v1.pdf

7. Data Access

NAO 212-15 states that access to environmental data may only be restricted when distribution is explicitly limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by security requirements. The EDMC Data Access Procedural Directive contains specific guidance, recommends the use of open-standard, interoperable, non-proprietary web services, provides information about resources and tools to enable data access, and includes a Waiver to be submitted to justify any approach other than full, unrestricted public access.

7.1. Do these data comply with the Data Access directive?

No

7.1.1. If the data are not to be made available to the public at all, or with limitations, has a Waiver (Appendix A of Data Access directive) been filed?

No

7.1.2. If there are limitations to public data access, describe how data are protected from unauthorized access or disclosure:

7.2. Name of organization of facility providing data access:

Pacific Islands Fisheries Science Center (PIFSC)

7.2.1. If data hosting service is needed, please indicate:

No

7.2.2. URL of data access service, if known:

7.3. Data access methods or services offered:

Send written request to PIFSC and requires approval by data owner.

7.4. Approximate delay between data collection and dissemination:

2 years

7.4.1. If delay is longer than latency of automated processing, indicate under what authority data access is delayed:

8. Data Preservation and Protection

The NOAA Procedure for Scientific Records Appraisal and Archive Approval describes how to identify, appraise and decide what scientific records are to be preserved in a NOAA archive.

8.1. Actual or planned long-term data archive location:
(Specify NCEI-MD, NCEI-CO, NCEI-NC, NCEI-MS, World Data Center (WDC) facility, Other, To Be Determined, Unable to Archive, or No Archiving Intended)
NCEI_MD

8.1.1. If World Data Center or Other, specify:

8.1.2. If To Be Determined, Unable to Archive or No Archiving Intended, explain:

8.2. Data storage facility prior to being sent to an archive facility (if any):
Pacific Islands Fisheries Science Center - Honolulu, HI

Original documents, copies and electronic files are stored at the IRC.

8.3. Approximate delay between data collection and submission to an archive facility:
2 years

8.4. How will the data be protected from accidental or malicious modification or deletion prior to receipt by the archive?
Discuss data back-up, disaster recovery/contingency planning, and off-site data storage relevant to the data collection
PIFSC ITS performs scheduled backups.

9. Additional Line Office or Staff Office Questions
Line and Staff Offices may extend this template by inserting additional questions in this section.